

Collection Management Policy

Authority: City Council

Update history: Adopted May 1986, Revised November 2008, Revised December 2018

Updated August 2019, Approved by City Council November 2019: Resolution No. 2019-3613

Newberg Public Library strives to enrich and nourish the life of our community, providing countless opportunities for the integration of people and knowledge. The objective of the collection is to uphold this mission. The purpose of this policy is to provide guidelines for library staff in the selection of materials, management of the collection, and to inform the public about the principles upon which collection management decisions are made.

Responsibility for Collection Management

The ultimate responsibility for material selection and deselection, as for all library activities, rests with the Library Director. As with other operations, the Director may delegate to other members of the staff who are qualified by reason of education and training. All staff members and the general public may recommend materials for consideration.

Budget Allocation

The library strives to allocate twenty percent of the total library budget to be spent on collections.

Criteria for Selection

Materials for the library collection are chosen for a wide variety of reasons. Emphasis is placed on building a collection to meet the mission and goals of the library as defined by the Library Board. To build collections of merit, significance, and usefulness, materials must be measured by objective guidelines. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials, whether they are purchased or donated, several standards and combinations of standards may be used. An item need not meet all of the criteria in order to be acceptable.

- Presentation
- Quality of content
- Quality and suitability of the physical format
- Clarity, accuracy, logic, objectivity, and readability/usability
- Literary merit
- Appropriateness and effectiveness of the medium to the content
- Produced with technical skill or artistically noteworthy
- Representation of a significant genre or culture
- Originality
- Strength of characterization and plot
- Authentic reflection of the human experience

Other Considerations

- Recognized by prizes, awards, etc given by critical organizations
- Longevity of appeal/ Sustained interest
- Popularity, contemporary or permanent value
- Extent to which the subject matter is already represented in the library collection
- Social significance
- Attention of critics, reviewers, media and public
- Reputation of the standards of the publisher
- Date of publication and validity of content based on publication date
- Cost and availability
- Patron requests

Children's and Young Adult Materials

Materials for the Children's collection and the Young Adult collection will fall under the same general selection criteria as listed above. Materials must be suitable in reading level, interest level, and treatment of the subject to the age of the intended audience. The library does not support school curriculum such as purchasing textbooks or other school-specific materials.

Non-Print Materials

Modern libraries have available to them a wealth of materials in formats other than the printed word. These materials include audio books and music, video, computer software and online tools. As with print materials, when judging the quality of non-print items, several standards may be used. The general selection criteria, as listed, apply to non-print materials as well.

Materials from Other Libraries

The library belongs to the Chemeketa Cooperative Regional Library Service (CCRLS). Through that service the collections of 17 other area libraries are readily available, through the automated catalog, for patrons to borrow in an easily accessible fashion. Selectors will consider the availability of materials in other CCRLS libraries when making decisions. The library will, however, select and purchase materials to build a strong collection and not rely upon the materials purchased by other libraries.

Materials requested by individuals from CCRLS libraries and through interlibrary loan fall under the selection policies of those libraries and may or may not meet the library's selection criteria.

Selection of Materials-Local authors/illustrators/musicians, etc

The Newberg Public Library recognizes it is a value to the community for the library to collect works created, written, and illustrated by local authors, illustrators, musicians, etc. These items can represent local culture and be valuable for historical purposes. However, with the ease of self-publishing, it is not financially responsible for the library to purchase copies of all works. The following guidelines will be used to manage the acquisition of locally-created items.

1. If the author/illustrator/creator of the item donates the item to the library, the library will add it to the collection if it meets basic selection criteria, is in a format the library collects, and will stand up to library use.

2. If the author/illustrator/creator of the item has made the item available to purchase by the library, staff will review it like any addition to the collection. It must meet selection criteria and be in a format the library collects that will stand up to library use. If deemed appropriate for acquisition, the library will purchase using its normal processes, which usually provide for a discount of at least twenty percent. If it is not available through the library's normal processes, the creator will be asked to provide at least a twenty percent discount, the normal and standard discount for libraries (typically between twenty percent and forty percent). If the library chooses not to purchase an item, the creator will be notified and is responsible for retrieving the item from the library within 30 days of notification or the library will retain the item, with no payment to the creator, and add it to collection under (1.) above.

3. Locally-created items will be cataloged and placed in the appropriate classification (fiction, nonfiction, etc), or if deemed appropriate by staff, placed in the Local History/Information section.

4. The entire library collection is reviewed regularly and items are weeded based on lack of use and condition. The above items will be subject to the same criteria as other library materials, except those specifically pertaining to Newberg's history, which will be retained as part of the historical collection.

Gift Items

All gift materials are received by the library and are reviewed for inclusion using the above selection criteria. Once items are donated they become the property of the library to use or dispose of at our discretion. Items not retained for the collection are donated to the Newberg Library Friends and may be used in sales that support library programs and operations. Items donated in memorial will be treated with special respect but will be subject to the same scrutiny as other selected items.

Maintenance of Collection

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning books. Fiction that was once popular but no longer in demand and nonfiction books that are no longer useful are withdrawn from the collection. Materials may be sold, donated, or discarded by the library.

Collection Review Procedure

The Library Board recognizes that individuals may have questions about materials in the library collection. The library will give serious consideration to each patron's opinion. Patrons may utilize the following procedure to request a reconsideration of library materials:

1. A Request for Reconsideration of Library Material form is completed and submitted to the director.
2. The director and staff review/read the material in question and respond in writing to the individual within 14 days of receiving the Reconsideration Request.
3. The individual may appeal the director's response to the Library Board within 14 days of receiving the director's decision.
4. The Library Board receives the appeal, the director's response, the original reconsideration request and the material in question at its next board meeting.
5. The individual is invited to the following board meeting, where the Board will deliberate and make a decision. The decision of the Library Board will be final.

Review of the Policy

This policy will be periodically reviewed by the Library Director and the Library Board to ensure that is responsive to both the changing need and objectives of the Newberg Public Library and the changing nature of the community. The library supports the American Library Association Library Bill of Rights.

Newberg Public Library - Request for Reconsideration of Library Material

Newberg Public Library has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure.

If you wish to request reconsideration of a resource, please return the completed form to the library director. This form must be filled out completely.

Newberg Public Library
503 E Hancock St, Newberg, OR 97132

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Game ___ Newspaper ___ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other views on this topic?

6. What action are you requesting the committee consider?

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA